



THE COMMUNICATOR

Grant County Employee Newsletter

In this quarter's issue...

Orchard Manor
Retirement Benefits

County Policy Review
Grant County Fair

Orchard Manor Submitted by Donna Haines, Administrator



“Adding years to life and life to years” is our motto and our mission at Orchard Manor. Throughout our long history we have met the specialized healthcare needs for many residents of Grant County and the surrounding communities. With our new, modern facility, completed in 1993, we can serve a total of 150 residents. There are 100 beds in the skilled nursing unit and 50 beds for the developmentally disabled. The staff and management at Orchard Manor respects the residents and their individuality. We work tirelessly in our efforts to serve and preserve life.

Upon an admission to Orchard Manor a complete physical assessment is performed. Through our wide array of available services we are able to develop an individualized care plan. Orchard Manor is a fully qualified Medicare and Medicaid approved facility. Through our staff of Registered Nurses, Licensed Practical

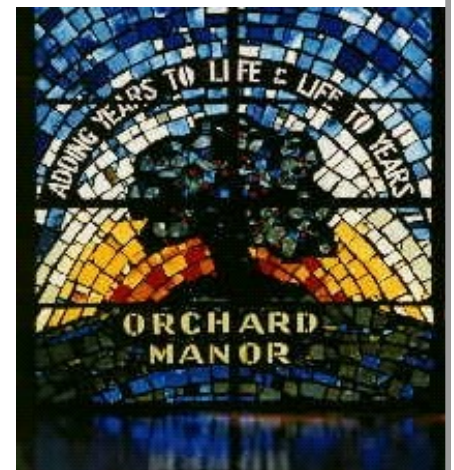
Nurses and Certified Nursing Assistants we offer around the clock professional skilled nursing care. There are also on site Physical and Occupational Therapists to assess needs and help to regain motor skills and mobility. Our Dietary department determines culinary likes and dislikes so that the foods residents enjoy can be offered. We also have many individual and group activities and special events that are planned for resident enjoyment. Licensed Music Therapists who are also qualified music therapy instructors provide our Music Therapy sessions. Orchard Manor is an approved Music Therapy training site for the final clinical rotation for Music Therapy intern students.

There are other amenities that make Orchard Manor special. The surroundings are pleasant, clean and odor free. A dining kitchen is available for family meals. Outdoor courtyards provide shelter and beautiful gardens. Wheelchair accessibility is a plus for all activities including gardening. There is also a greenhouse available for growing plants in the winter. Our Activity staff has two buses available for shuttling residents to destinations in the county and surround-

ing area. A computer is available for resident Internet use. Residents' rooms can be decorated with their personal belongings for that 'homey' touch. Therapeutic whirlpool baths and showers are regularly scheduled for added comfort.

Each resident has varied emotional, mental, physical, psychological, social and spiritual needs. All of the employees at Orchard Manor respect the residents and their individual needs. This respect is manifested through their dedication and training to recognize and then serve those specific needs of our residents in the best way possible.

A facility tour and additional information are available by calling 608-723-2113.





Retirement Benefits

Dawn Mergen; Personnel Specialist

Do you know what your retirement benefits are? Do you know what steps to take when you are ready to retire? This article answers some of your basic questions.

Retirement eligibility is based on the requirements set forth in your Union's Contract and the Grant County Employee Handbook (non-represented employees.) The requirements vary, but basically are determined by age and/or years of continuous service, as well as Wisconsin Retirement System annuity eligibility.

Grant County Retiree's can stay on the County's health insurance plans for an unlimited time. The retiree's insurance plan is just as rich as the current employee plans, but the retiree pays the full premium. **What is so good about this?** It is very

difficult to purchase a plan as rich as the County group plan without paying high deductibles. It is also hard to find a plan that ignores pre-existing conditions like the County plans do. **What about Medicare Supplements?** Retiree's can purchase a supplement plan that includes the same drug coverage as current employees. You would be hard pressed to find this Medicare supplement benefit anywhere else.

Eligible retirees may use a percentage of their accrued sick balance to pay for their health insurance premiums and receive a payout of their accrued vacation benefits.

Retirees may also purchase a \$2500 term life insurance policy through the County that ignores any pre-existing medi-

cal conditions.

The smoothest way to retire from the County is to complete these steps:

- Call Dawn Mergen at 723-2540 to discuss your retirement options and eligibility.
- Visit the Department of Employee Trust Funds in Madison to determine your Wisconsin Retirement System payment options.
- Visit the Social Security Administration in Lancaster to get signed up for Medicare if you are 65 or older.
- Determine your retirement date and notify your department of this date.

We hope you enjoy these retirement benefits as you spend time with family, travel, or just sit back and "smell the roses"!

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at (608)723-2045.

County Policy Review

To keep County employment policies fresh in our minds, we will use this newsletter as a tool to brush up your policy knowledge. Please look to the Grant County Employee Handbook for a complete copy of these policies.

Harassment

Grant County will not tolerate harassment of any of its employees, customers, or vendors, whether sexual harassment or harassment because of his/her gender, race, color, national origin, age, ancestry, disability, religion, use of statutory family/medical leave, or other legally protected characteristic.

Examples of sexual harassment include sexual propositions, sexual innuendo, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for

dates after the recipient states he or she is not interested, or name calling. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim.

Any employee who believes that he/she has been harassed should immediately report the matter to his/her department head or the Personnel Department. Grant County forbids retaliation against anyone for reporting sexual harassment or otherwise assisting in the investigation of a sexual harassment complaint.

It is the policy of Grant County to investigate all complaints of sexual and other harassment thoroughly and promptly. Grant County will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment has occurred, Grant County will take appropriate disciplinary

action, up to and including termination of employment.

Work Place Violence

Grant County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

Employees will report any act of violence or any threat of violence to their supervisor.

Management will take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behavior to the attention to the Personnel Director. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behavior. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Mark your calendars now so you won't miss the 149th annual
Grant County Fair
 August 22nd thru August 29th

Gate Admission:

Adults \$2; Children under 12 Free
 Season Ticket \$5

Free Parking

Mr. Ed's Magical Midway

Wed.— 50¢ rides (5 to close)
 Thu.— \$9 wristband (4 to 10 p.m.)
 Fri.— \$9 wristband (11 a.m. to 5 p.m.)
 Sat.— \$9 wristband (11 a.m. to 4 p.m.)
 Sun.— \$1 rides (11 a.m. to close)

Grant County Speedway Auto Racing

6:30 p.m. on Wednesday
 Tickets: \$10; 11-16 yrs \$5; 10 yrs & under Free

Blackhawk with Mr. Obvious Musical Show

7:00 p.m. on Thursday
 Tickets: Advance \$15; Day of Show \$20

Lyle Foley Band

3:30 p.m. & 6:00 p.m. on Friday

Flying A Rodeo Co. (a.k.a.) Great Plains Rodeo

7:00 p.m. on Friday
 Tickets: Adults \$8; 12 and under \$2

Twinkle the Clown

11a.m. to 3p.m. on Saturday & Sunday

Dairyland Antique Tractor Pull

10:00 a.m. on Saturday
 Tickets: Free

Open Tractor Pull & Fantasy Truck Pull

6:30 p.m. on Saturday
 Tickets: Adults \$6; 12 and under \$2

Teen Dance

7:30 p.m. to 11 p.m. on Saturday

Demolition Derby

1:30 & 7:30 p.m. on Sunday, Aug. 29
 Tickets: Adults \$6; 12 and under \$2

4-H Exhibits

Be sure to check out the numerous exhibits that the 4-H groups have worked really hard to present for judging. The County's youth would love to be able to show you what they have accomplished!

**Have fun at the
 Grant County Fair!**